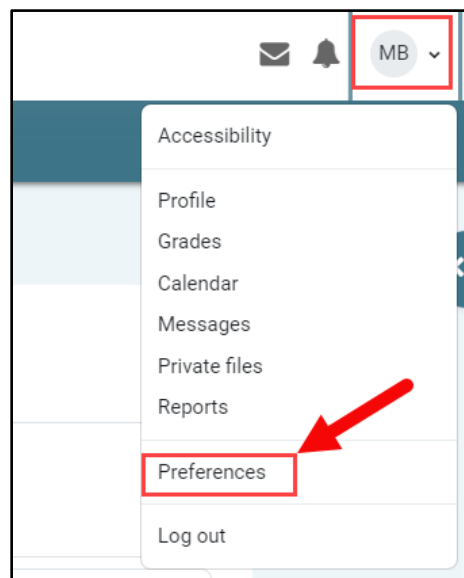


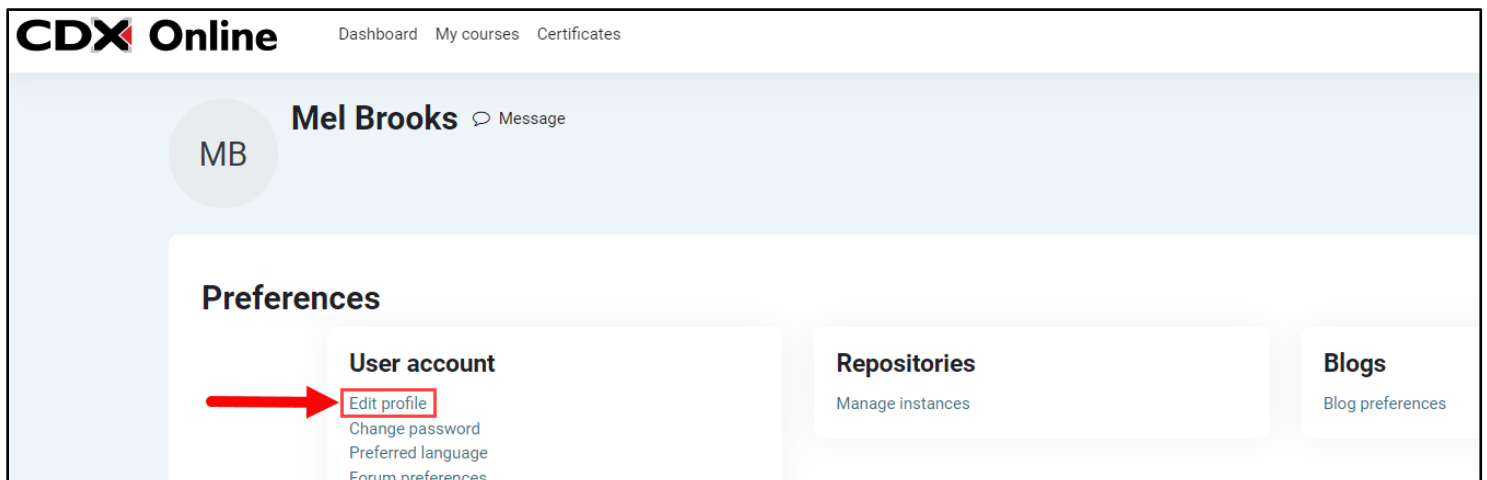
How to Change Your Time Zone

This document provides step-by-step directions for how to change the time zone setting of your individual user profile to ensure course time settings align with your local time zone. **Note**, the default time zone setting of your profile is set to Eastern Standard Time (US).

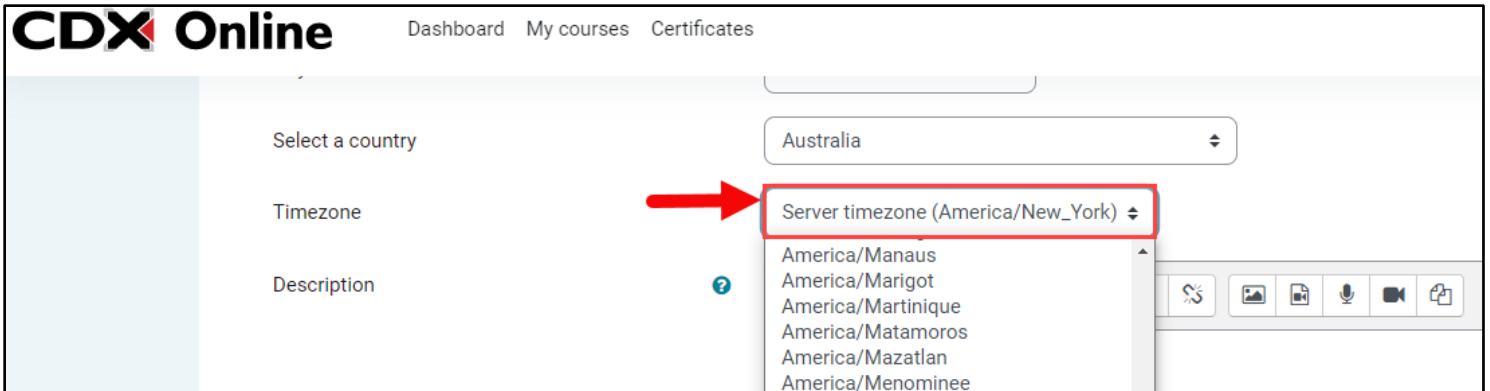
1. From any course page, click the **Profile** button at the top right of the screen. From the dropdown menu, select **Preferences**.



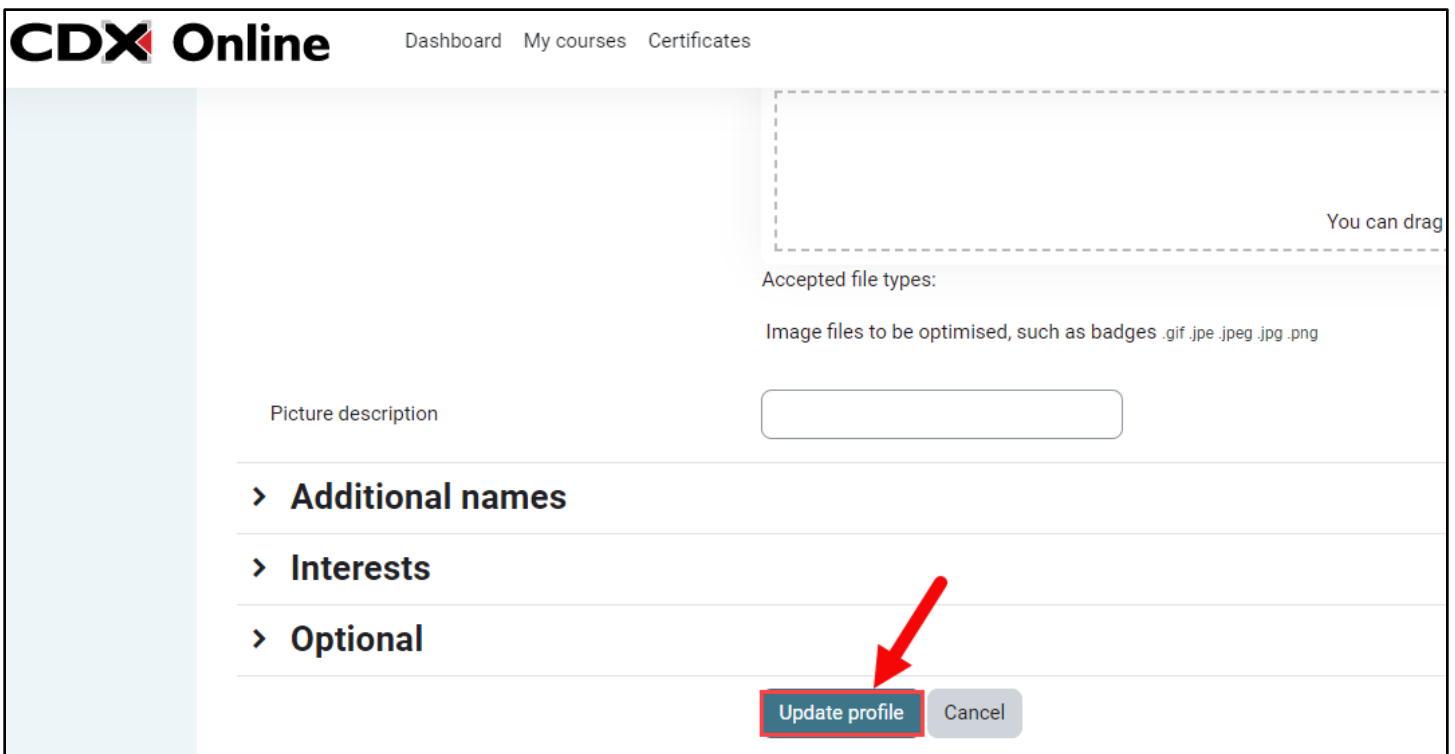
2. On the following page, select the **Edit Profile** option under the “User account” section.



3. On the Edit profile page, scroll down as needed to find the **Timezone** setting. Click the dropdown menu and select a location that matches your local time. *Hint: options are in alphabetical order. Select a geographic location from this list that is located within your time zone.*



4. When satisfied with your selection, scroll to the bottom of the page and click **Update profile** to save your changes.



5. Click **My Courses** at the top of the page to return to the course of your choosing.

CDX Online Dashboard **My courses** Certificates

My courses

COURSE OVERVIEW

All Sort by course name

UAT

Advantage - (FAT 3e) ASE 6 Electrical (UAT)

4% complete

Click on the course you'd like to return to